

Minimum Qualification Specifications
for the Class:

SURPLUS PROPERTY SPECIALIST

Basic Education/Experience Requirements

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under the Specialized Experience, below, or any other responsible administrative, professional or analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements

Specialized Experience: Two and one-half (2-1/2) years of substantially full-time, progressively responsible work experience which provided knowledge of a supply management program which included such things as inventory control, identification, storage, and utilization of a variety of items. This experience must have provided the applicant with knowledge of acquisition and distribution of property, methods and practices of stock control and warehousing, financial accounting and management of property transactions and the ability to determine the condition of properties.

Supervisory Aptitude: Applicants must possess supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for performing supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities by detail to supervisory positions, by completion of training courses in supervision accompanied by application of supervisory skills in work assignments, or by favorable appraisals of a supervisor indicating the possession of supervisory potential.

Substitutions Allowed

1. A bachelor's degree in Business Administration or a related field from an accredited college or university may be substituted for one-half (1/2) year of the required Specialized Experience.

2. A master's degree in Business Administration or a related field from an accredited college or university may be substituted for one (1) year of the required Specialized Experience.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests


Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the class SURPLUS PROPERTY SPECIALIST, which were approved on December 20, 1988.

Date Approved: 2/3/17



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